



Martinsville
Fire
Department

Application

To All Applicants:

Before completing your application, please read the following:

The Martinsville Fire Department provides fire and non-transport EMS services to approximately 11, 828 residents covering almost 10 square miles. The department currently has 2 administrative chiefs, one fire marshal and a staff of 19 career firefighters. In 2020 The Martinsville Fire Department answered over 2,000 calls from a single fire station.

- Personnel are assigned to a traditional 24/48 shift rotation. You will have to work weekends and holidays. You may miss family outings, birthdays and sporting events.
- You will be assigned to the EMS Squad while on duty and on a rotational basis.
- You will spend a large amount of time training, conducting fire prevention inspections and pre-incident planning, cleaning and maintaining equipment and answering the community's emergencies throughout all hours both day and night.
- Firefighting is an inherently dangerous profession. You will be exposed to dangerous situations and you are expected to perform your assigned duties.
- You will be expected to follow orders and abide by the rules, regulations, policies and procedures of the Martinsville Fire Department.
- You may be randomly tested for drugs and alcohol.
- You will be held accountable for your actions both on and off duty.

- Candidates are selected on their combined scores of the written test, oral interview (communication skills and appearance), education, experience, background investigation, psychological profile and references.

Notice to Applicants

1. Applicants must be a citizen of the United States.
2. Applicant for the position of Probationary Firefighter must be at least 18 years of age and no older than 36 years on hire date and meet all qualifications set forth in the Indiana 1977 Firefighter's Pension and Disability Fund at the time of their employment.
3. Applicant must be able to read, write, speak, understand and otherwise communicate fluently in English.
4. Educational requirements: Applicant must have a High School Diploma or G.E.D. certificate.
5. Applicant **shall** attach the following copies to this application.

Birth Certificate

Valid Driver's License

High School Diploma/ G.E.D.

Indiana State Police Limited Criminal History

DD214 (If Applicable)

Indiana BMV Official Driver Record

Candidate Physical Ability Testing (CPAT) Card (**Within Last 12 Months**)

Firefighter I/II Certification

Hazardous Materials Awareness and Operations

Indiana Emergency Medical Technician Certification

6. Applicant may not be appointed, reappointed or reinstated if he/she has a felony conviction record.

2022 Salary Information

1st Year Firefighter-EMT Pay: \$52,037.00

2nd Year Firefighter-EMT Pay: \$52,787.00

3rd Year Firefighter-EMT Pay: \$53,537.00

4th Year Firefighter-EMT Pay: \$54,287.00

5th Year Firefighter-EMT Pay: \$55,037.00

2022 Benefits

Insurance: Medical, Dental, Vision

Time Off: Vacation, Personal, Compensatory Time, Sick

Holidays: Firefighters on duty during holidays receive holiday pay.

Retirement: Enrollment in the Indiana 1977 Firefighter's Pension and Disability Fund from start of employment with the City. Employee contributes 6% of the base salary of a First-Class Firefighter. Certified Pension Base: \$66,287.00

Work Schedule: Firefighters are assigned to work 24 hours on duty and 48 hours off duty. This schedule is adhered to a majority of the time. However, should conflicts or emergencies in scheduling occur, the Fire Chief shall make the necessary changes to see adequate staffing is maintained.

Hours of Work: Shifts begin at 0700 hours and end at 0700 the following day, or until properly relieved by the on-coming shift.

Pay Period: Regular pay periods are bi-weekly with any earned overtime being paid at the conclusion of every 28-day work cycle.

Martinsville Fire Department

APPLICANT INFORMATION

Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Position Applied circle any	Full-Time	Paid-Reserve	
Are you a resident of Morgan County?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, what is your county of residence?
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain

EDUCATION

High School		Address	
From	To	Last year completed GPA AA	
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

REFERENCES

Please list three personal, non-family, and one teacher references.

Full Name	Relationship
Time Known	Phone ()
Address	
Full Name	Relationship
Time Known	Phone ()
Address	
Full Name	Relationship
Time Known	Phone ()
Address	

PREVIOUS EMPLOYMENT			
Company		Phone ()	
Address		Supervisor	
Job Title			
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title			
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

Company		Phone ()	
Address		Supervisor	
Job Title			
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

DISCLAIMER AND SIGNATURE
I certify that my answers are true and complete to the best of my knowledge.
<p>If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I give the employer the right to contact and obtain information from all references, employers, and educational institutions to otherwise verify the accuracy of the information contained in this application. I give permission to the employer to do a complete background check to complete the process of this application. I hereby release from liability the employer and its representative for seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information. I understand that it is a requirement upon hiring to maintain both Indiana Firefighter I/II and Indiana Emergency Medical Technician Certifications. The employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by Local, State or Federal Law. If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice and the employer reserves the right to terminate my employment at any time with or</p>

without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specific period or definite duration. I understand that no representative of the employer, other than an authorized officer, has the authority to make assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer. I understand it is the company's policy not to refuse to hire a qualified individual because of that person's need for reasonable accommodation as required by the ADA. I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I represent and warrant that I have read and fully understand the forgoing and seek employment under these conditions.

Signature:

Date:

Steps to Follow

WHEN TURNING IN YOUR APPLICATION

1. If mailing application, please mail to following address, it **MUST** be received by Friday, February 11, 2022 at 4:00 P.M. Eastern Time.

Martinsville Clerk's Office
Attn: Ben Merida, Deputy Clerk
110 W. Morgan Street
Martinsville, IN 46151

2. Be sure that all of the information (if applicable) is attached to your application:
 - A. Copy of Birth Certificate
 - B. Copy of High School Diploma or GED.
 - C. Copy Driver's License
 - D. Copy of Military Discharge (DD214)
 - E. Copy of Indiana State Police Limited Criminal History
(<https://www.in.gov/ai/appfiles/isp-lch/>)
 - F. Copy of Indiana BMV Official Driver's Record (<http://www.in.gov/bmv/2331.htm>)
 - G. Copy of Indiana Emergency Medical Technician Certification
 - H. Copy of Indiana Firefighter I/II Certification(s)
 - I. Copy of Valid CPAT Card (Must be within last 365 days)
 - J. Copy of any education related to this profession

**All applications to be considered must be received by Friday
February 11, 2022 at 4:00 PM Eastern Time.**

**Applications being returned in person will only be accepted
Starting Monday, January 10, 2022 through Friday, February 11,
2022 from 8am-4pm Eastern Time at the Martinsville Clerk's**

Office
110 W. Morgan Street
Martinsville, IN 46151

Authorization for Release of Information

I _____ hereby authorize and consent to a disclosure to the Martinsville Fire Department of all information including, but not limited to:

- A. Previous employment history and personnel evaluation.
- B. Information from law enforcement agencies pertaining to criminal activities, charges or complaints.
- C. Character references from any source.
- D. Psychological reports, treatments and treatment results.

Dated this _____ day of _____, 2022

Signed: _____

Applicants Name

Maiden Name or Any Previous Names

Date of Birth

Social Security Number

****Upon completion of hiring process and if selected for employment, you will undergo a physical examination and psychiatric evaluation.**